



Notre Dame Law in Chicago

SUPERVISOR AND STUDENT AGREEMENT

Student: _____ Semester/Year: _____

Supervisor: _____

Organization: _____

Thank you for your support, supervision, and mentoring of a Notre Dame Law student. The following are the minimum standards expected of externship supervisors and students participating in the Notre Dame Law in Chicago program.

Supervisor's Agreement:

The supervisor agrees as follows:

Orientation: The student will receive an orientation, including a discussion of office procedures and confidentiality, and an overview of the work and expectations for the student. I will review the student's proposed learning agenda and discuss it with the student.

Supervision: I will take primary responsibility for directing, monitoring, and mentoring the student throughout the semester. I will meet at least weekly with the extern.

Assignments: The student will be assigned substantial, challenging, and varied legal work of the type that would be performed by an entry level attorney in this organization. The assignments will expose the student to the organization's practice area, allow the student to hone legal skills, and help the student develop professional judgment and problem solving abilities. Administrative work will be kept to a minimum. The student will receive on-going guidance and assistance managing his or her workload.

Feedback: I will ensure that the student receives constructive and timely feedback after performing significant tasks. Informal feedback will occur throughout the semester.

Opportunities for Reflection: The student will have an opportunity to meet with me and, as appropriate, other attorneys and staff to discuss the student's observations, experiences, and other issues relevant to the profession. I will also help the student identify ethical issues that are commonly confronted by attorneys practicing in my area.

Observation: The student will have opportunities to observe court proceedings, client/staff/strategy meetings, or other appropriate professional activities.

Logistics: The student will have a designated workspace and access to the tools (telephone, computer, internet) and support reasonably necessary to complete assignments.

Professional Liability Coverage: If the organization provides professional liability protection to its full time employees, the extern will be covered by that protection to the same extent as full time employees. (This provision is not applicable to judicial or corporate counsel externships).

Student's Agreement:

I agree to follow my supervisor's directions, seek clarification and advice in a timely fashion, and comport myself with professionalism and integrity.

I understand that I have a duty of confidentiality to my host organization and its clients, and I agree not to disclose any confidential information.

I understand that I may not give any legal advice to a person or a client, nor express any opinion concerning the merits of a client's case to a client or any third party, unless I am supervised by an attorney or authorized by the attorney to provide the advice.

I agree to work 32 hours per week for the 14 week semester, for a total of 448 hours.

We have reviewed this document and agree to act in accordance with these expectations. We are aware that we may contact the faculty instructor with any questions or issues that arise during the externship.

Student Signature: _____

Date: _____ Email: _____

Phone number: _____

Supervisor Signature: _____

Date: _____ Email: _____

Phone number: _____

Faculty Instructor: Robert L. Jones, Jr., Associate Dean of Experiential Programs
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